

ADMINISTRATIVE - INTERNAL USE ONLY



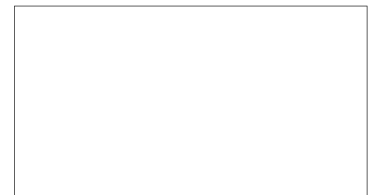
JAN 1987

MEMORANDUM FOR: Deputy Director for Intelligence
VIA: Deputy Director for Administration
FROM: John M. Ray
Director of Logistics
SUBJECT: Procurement Management Review of
the DI Contract Team

1. The Procurement Management Staff, Office of Logistics (OL/PMS), which has the responsibility for the review and monitoring of the Agency's procurement system, is initiating a program of procurement management reviews (PMR) of all procurement units involved in Agency acquisition. OL/PMS plans to begin a PMR of the Directorate of Intelligence Contract Team (DI/CT) in late January 1987. The PMR is not intended to be an audit or inspection along the lines of the Inspector General's activities, nor is it intended to create additional work for the DI/CT or the DI program managers. Rather, its purpose is to support the efforts of the DI/CT and to assist you and your program managers in performing your mission more effectively.

STAT 2. The two-member PMR team will be headed by
[redacted] PMR Officer. Its review will address five
major areas:

- STAT
- Management of the Procurement Function
 - Preaward Contract Activities
 - Contract Award Activities
 - Contract Administration
 - Contract Settlement and Closeout



The review of the above areas will involve interviews with the members of the DI/CT and program personnel and the perusal of a representative sample of contract files, including requests for proposals, active contracts, contracts in settlement, and settled contracts.

OL 5069-87



ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Procurement Management Review of the DI Contract Team

STAT

3. The Chief, CT/DI, [] is aware of this planned PMR, which is expected to take between 6 and 8 weeks from the beginning of the review to the presentation of the final PMR report to you and your staff.

STAT

4. Once again, we wish to assure you that the purpose of the PMR is to work in a constructive manner with the DI to enable the identification of improvements in the quality of the DI contracting activity and to provide remedies for current difficulties that the DI/CT may be experiencing.



John M. Ray

cc: Executive Director

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Procurement Management Review of the DI Contract Team

Distribution:

Orig - Addressee

1 - ExDir

2 - DDA

1 - OL Files

1 - DI/CT

1 - OL/PMS Official

1 - OL/PMS Chrono

STAT OL/PMS (16 Jan 87)

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND TRANSMITTAL SLIP		Date
		21 JAN 1987
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EXA/DA		21 JAN 1987
2. ADDA		21 JAN 1987
3. DDA		21 JAN 1987
4.		
5. DDA Registry		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206